

*****AMENDMENT*****

**COMPETITIVE
VACANCY ANNOUNCEMENT**

**ABERDEEN AREA INDIAN HEALTH SERVICE
DIVISION OF HUMAN RESOURCES
FEDERAL BUILDING, RM. 309, 115-4TH AVENUE S.E.
ABERDEEN, SOUTH DAKOTA 57401**

ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT

October 21, 2008

**POSITION: Auditor GS-511-11/12 (AB5121)(DEU)
#of positions: 1**

**LOCATION: Indian Health Services, Aberdeen Area Office,
Division of Acquisition & Grants Management,
Aberdeen, South Dakota.**

**BEGINNING SALARY: GS-511-11 \$54,494-\$70,843 Annual
GS-511-12 \$65,315-\$84,913 Annual**

VACANCY NUMBER: NP-08-0077-AB-DEU-A

OPENING DATE: October 14, 2008

CLOSING DATE: November 3, 2008

Applications and related documents **MUST** be received at the above address by **5:00 p.m.** on the closing date of this announcement. For information contact **Mr. Troy Bad Moccasin Lead Human Resource Specialist (placement)**, at **(605) 226-7217**. All applications are subject to retention; no requests for copies will not be honored. Applications can be faxed to **(605) 226-7668**, **(NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS)**. Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application.

E-MAIL TO: troy.badmoccasin@ihs.gov

APPOINTMENT:

☒ **Permanent**

☐ **Not-To-Exceed** applicant selected for this position may be appointed to either a one year appointment or an appointment in excess of one year, depending on the status of the applicant.

WORK SCHEDULE:

☒ **Full-Time**

☐ **Part-Time**

☐ **Intermittent**

MOVING: Travel may be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT:

ON-CALL ☐ YES ☒ NO *call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

***** Position subject to Level V or Level VI Background/Security Clearance. *****

***** UNION/ Bargaining Unit Employee, *****

- **Must provide AVERAGE HOURS WORKED PER WEEK on application.**
- Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant.

PROMOTION POTENTIAL: ☐ NO ☒ YES to grade(s) GS-12.

SUPERVISORY/MANAGERIAL: ☒ NO ☐ YES

****may require one year probation****

****Employment is contingent on a cleared suitable Background Investigation for the level required for your position. ****

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY: Any U.S. Citizen

DUTIES AND RESPONSIBILITIES: The incumbent maintains running inventory of audits in house and estimates of incoming audits. Maximizes staff efficiency through training and technical assistance. Develops and improves financial protocols and practices; planning and directing the resolution of audit findings within the Department tracking system for external audits. Advises Aberdeen Area Office management of financial aspects of award instruments; evaluates accounting systems; resolves financial questions including administrative policies and procedures; plans and directs specialized studies and other professional services. Evaluates and monitors audits received for identified findings and quality of underlying audit work. Reports items of fraud, waste, abuse or funds that could be better used as appropriate; such reports, by whatever means received, must be evaluated for impact, effect within the Area Office and its programs and responsibilities, determine which administrative areas require the information to address the confidential problems revealed in audits, and instigate procedures to follow the circumstance to conclusion. Delivers technical assistance to service units, tribal organizations, external auditors, Agency Management, Department Personnel, and other governmental units as required and appropriate for all funding instruments used. Coordinates activities with other Department agencies funding Indian Organizations for unified approach to common problems and issues. Maintains and enhances channels of communication within MS; Departmental Offices, operations, and agencies; other Federal departments and agencies, state, local, and tribal governmental units; and professional organizations involved in audits of Federal funds. Develops and maintains instructional materials for training and technical assistance.

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions).

Basic Requirements:

- A. Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")

OR

- B. Combination of education and experience--at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:
1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
 2. A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
 3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement of paragraph A, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

ADDITIONAL REQUIREMENTS: In addition to meeting the basic entry qualification requirements, applicants **MUST** have specialized experience and/or directly related education in the amounts shown below.

GS-11: 1 year of Specialized Experience equivalent to at least the GS-9 grade level; OR 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree.

GS-12: 1 year of Specialized Experience equivalent to at least the next lower grade level.

Note: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

Examples of Specialized Experience: Resolution of all audit findings contained in audits received from external organizations; acts as a professional advisor in policy matters involving contracts, grants, cooperative agreements, memoranda of agreement or understanding, compacts, and other instruments transferring Federal funds to external

organizations.

Selective Factor (Screen Out): Knowledge of the Single Audit Process, in Relation to Writing White or Briefing Papers and Statements of Position Documents. AND *Ability to present informal and formal public speaking venues to train others.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors, if any, described in this announcement will be further evaluated by determining the extent to which your work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate you possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

SUPPLEMENTAL QUESTIONNAIRE - KNOWLEDGE, SKILLS, AND ABILITIES:

1. **Knowledge of the Single Audit Process, in Relation to Writing White or Briefing Papers and Statements of Position Documents. (Screen Out)**
 2. **Ability to present informal and formal public speaking venues to train others. (Screen Out)**
 3. **Knowledge of and Experience in Accounting and Auditing.**
 4. **Ability to Develop Training Plans and Curricula.**
 5. **Knowledge of Software Applications Such As Excel, Access, Word, WordPerfect, PowerPoint Presentations.**
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HOW TO APPLY: Applicants must submit their applications to the Aberdeen Area Indian Health Service, Division of Human Resources, Federal Building, RM. 309, 115-4th Avenue, S.E., Aberdeen, South Dakota 57401. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

1. **Applicants MUST submit ONE of the following:** a) OF-612, Optional Application for Federal Employment; b) Resume; or c) any other written application format.
 2. **If you wish to substitute appropriate education for experience, you MUST submit your transcripts along with your application.** If your education is appropriate for the position being filled then your education MAY BE substituted for experience, depending on grade level.
 3. **VETERAN'S PREFERENCE CERTIFICATION:** Form **DD-214** indicating discharge and/or **Form SF-15**, claiming 10 point preference. Preference will not be allowed unless a copy of the **DD-214** is attached to the application. Applicants claiming 10-point preference **MUST** complete an SF-15. ***Application for 10-Point Veteran Preference.*** Veterans who are still in the service MAY BE granted 5-points tentative preference on the basis of the information contained in their applications. You **MUST** produce a **DD-214 (Member 4 Copy)** prior to the appointment to document entitlement to preference. **For information on Veteran's Preference, Please Visit:**
<http://www.opm.gov/veterans/html/vetsinfo.asp>
 4. Applicants claiming **Indian Preference** **MUST** submit, along with their application, **FORM BIA-4432**, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY ACCEPTABLE FORM** used if claiming Indian Preference in the Indian Health Service.
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EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Staffing Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the staff to make a determination that you have the required qualifications for the position. **Failure to include any of the information listed below may result in loss of consideration for this position. Additional information will not be solicited by this office.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.

- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attach transcripts).
- i. **Work experience (paid/nonpaid)**-Job title (include series if a Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time you spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
- j. **Indicate** if we may contact your **current and/or former supervisor**.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All material submitted for consideration under this announcement becomes the property of the Division of Human Resources and is subject to verification. Careful consideration should be given to the information provided; fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or determination of unsuitability for Federal employment.

*****If position is RE-ANNOUNCED, Please call the Division of Human Resources as to the status of application.**

FOR SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION:

If you are currently a Department of Health and Human Services which includes the Indian Health Service, employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current career competitive or excepted service employee in tenure group 1 or 2 who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES), and, the date of the RIF's separation has not passed and you are still on the rolls of the DHHS/IHS. You must submit a copy of the RIF's separation notice or CES along with your application.
 2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
 3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
 4. Be currently employed in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
 5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.)
 6. Meet the basic qualifications for the position, any documented selective factor, and physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.
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INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF's separation notice, a letter from the Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional tenure group 1 or 2 competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and shows disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF; or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
 - OR**
 - B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority

consideration.

5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation, etc.)
 6. Eligible applicants will be considered “well qualified” If they attain a numerical rating of 85 or better as determined from your responses to the knowledge, skill and abilities (KSA’s). (See “Qualifications Requirement Section)
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THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.